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AIR TRAFFIC CONTROL OPERATIONS

CAREER FIELD

EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN

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PREFACE

1. The Career Field Education and Training Plan (CFETP) is a comprehensive core training document that identifies life-cycle education and training requirements, training support resources, minimum core task requirements and a defined career path. Using the guidance provided in the CFETP ensures individuals receive effective and efficient training at the appropriate point in their career.

2. The CFETP consists of two parts used by supervisors to plan, manage and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field path and progression information, duties and responsibilities and training strategies. Section C associates each level with specialty qualifications (knowledge, education, training and experience). Section D indicates resource constraints. Some examples are funds, manpower, equipment and facilities. Note: See AFMAN 36-2108, *Airman Classification*, for job descriptions. Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II provides a comprehensive listing of training courses and standards available to support career field training requirements. Section A identifies available OJT support materials. Qualification Training Packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed in AFIND 25 and are "F" distribution. Section B identifies a training course index supervisors can use to determine training strategies and annual budget resources available to support training. Included here are both mandatory and optional courses. Section C identifies MAJCOM unique training requirements supervisors can use to determine additional training for associated qualification needs. Section D contains apprentice and craftsman course objectives, training standards and behavioral statement lists. Supervisors will use this section to determine if airmen satisfy training requirements. Section E identifies the Specialty Training Standard (STS) and includes training standards, specialty core and wartime tasks and technical references to support Air Education Training Command (AETC) conducted training. The STS is placed at the end of the CFETP due to unique computer formatting requirements. The STS easily separates from the CFETP if required.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan enables today's workforce to train for tomorrow's jobs. At the unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Advanced training includes formal courses that provide individuals qualified in one or more positions of the Air Force Specialty (AFS) with additional skills/knowledge to enhance their career field expertise. Training is for selected career airmen at the advanced level of the AFS.

Air Force Index (AFIND). A numerical listing of Air Force, career field, or functionally specific instructions, training series, or operational guidelines.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). An AFJQS/CJQS is a comprehensive task list describing a particular job type or duty position. It is used by supervisors to document task qualifications. The tasks in an AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Specialty Code (AFSC). Coding system that designates a group of positions that require a common qualification.

Air Force Training Management System (AFTMS). A HQ AFPC managed computer support system that links Air Force units and activities, which use the system for planning, controlling, and allocating formal training throughout the Air Force, including MAJCOM Mission Readiness Training Programs. Exception: Personnel don't use the AFTMS for coded courses.

Airman Leadership School (ALS). The first of three programs enlisted professionals attend during their Air Force careers. Prepares senior airmen for supervisory and reporting official duties.

Allocation Curves. Allocation curves show the relationship of training hours in different training settings to the degree of proficiency that can be achieved on specified performance requirements.

Assistant Chief, Air Traffic Control Training (ACATCT). Assists the Chief, Air Traffic Control Training (CATCT) in monitoring ATC facility training, coordinating monthly training schedules, developing proficiency tests, training records inspections and management of computer based products.

Air Traffic Control Automation Specialists (AUS). Individual(s) responsible for the overall operation and monitoring of an ATC facility's automated systems.

Air Traffic Control Training Device System Administrator (TDSA). The individual responsible for building and maintaining sector and scenario simulation products and assisting the CATCT in developing and managing the unit air traffic control training device radar simulator system.

Basic Military Training (BMT). The initial military training course for new Air Force members. The course provides the individual with a basic foundation and introduction to Air Force history, customs and courtesies, physical fitness and military bearing.

Career Field Education and Training Plan (CFETP). A comprehensive, multipurpose document encompassing the entire spectrum of education and training for a career field. It outlines a logical growth path, including training resources, and is designed to eliminate duplication, make career field training identifiable, cost effective, and budget defensible.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of individual tasks to define performance and training requirements for a career field.

Chief Controller (CCTLR). Manages the internal operation of the air traffic facility. Each ATC facility (except RFC) must have a CCTLR.

Chief, Air Traffic Control Training (CATCT). Air traffic control individual responsible to develop and manage the unit controller development program.

Chief Enlisted Manager (CEM). An Air Force specialty coding identifying all chief master sergeant positions in the Airman Classification Structure. In many cases, CEM codes are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded resource use.

Chief, Standardization and Evaluation (CSE). ATC individual who administers the facility certification and rating program according to applicable Air Force and Federal Aviation Administration requirements.

Community College of the Air Force (CCAF). Federally chartered degree-granting institution that awards an associate degree to enlisted members of the active duty Air Force. The associate in applied science degree is awarded for successful completion of a degree program specifically designed for an Air Force specialty.

Computer-Based Training Programs (CBT). Students receive lesson materials at a training terminal through student and computer interaction.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Control Tower Operator (CTO). An endorsement by the Control Tower Operator examiner that an individual has demonstrated the competence, qualifications, and skills required to control air traffic in the local control, ground control, and flight data positions.

Core Task. Tasks listed in AFMAN 36-2108, *Airmen Classification* and identified by the Air Force Career Field Manager (AFCFM) as minimum qualification requirements within an Air Force specialty or duty position.

Course Objective List (COL). A publication derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements and respective standards provided to achieve a 3/5/7-skill level. The COL assists supervisors in conducting graduate evaluations IAW AFI 36-2201, *Developing, Managing, and Conducting Training.*

Crew Resource Management (CRM). A process designed to aid in the prevention of aviation accidents and incidents by improving crew performance through a better understanding of human factor concepts.

Customer Service Information Line (CSIL). A 24-hour telephone line for supervisors to call when questions arise about training received at any formal technical training school. This system allows HQ AETC (Keesler Technical Training School) to respond quickly to the concerns of field supervisors.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a particular specialty.

Exportable Training. Additional computer assisted, paper text, interactive video, or other necessary means used to supplement training.

Field Evaluation Questionnaire (FEQ). Questionnaire sent to supervisors requesting data/feedback concerning recent graduates qualifications in approved training standards.

Field Technical Training (Type 4). Special or regular on-site training conducted by a Field Training Detachment (FTD) or by a Mobile Training Team (MTT).

Functional Account Code (FAC). Code used to identify workcenters on the Unit Manpower Document, Unit Personnel Management Roster and related documents.

Graduate Assessment Survey (GAS). Surveys sent to supervisors to inquire on initial assessment of recent graduates. This assessment includes the graduate's attitude and adherence to military standards and their capability/ability to perform their job at the apprentice level and at your workcenter.

Ground Controlled Approach (GCA). A fixed, mobile, or transportable facility that provides radar ATC services within airspace designated by an approach control facility.

Initial Skills Training. A formal resident course that results in the award of an entry AFSC skill level.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills and attitudes essential for successful job performance.

Major Command (MAJCOM). A major subdivision of the Air Force organized on a functional basis in the United States and a geographical basis overseas. MAJCOMs are interrelated and complementary, providing offensive, defensive and support elements to operational commanders.

MAJCOM Functional Manager (MFM). Individual who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate and control a career or support area functional specialty within the major command.

Noncommissioned Officer's Academy (NCOA). A military educational institution charged to prepare technical sergeants and technical sergeant selects for positions of greater responsibility by broadening their leadership and supervisory skills and expanding their perspective of the military profession.

Notice to Airman (NOTAM). A notice containing information concerning the establishment, condition, or change in any component in the National Airspace System that is essential to personnel concerned with flight operations.

Numbered Air Force (NAF). A level of command directly under a MAJCOM. NAFs are tactical echelons that provide operational leadership and supervision in specific geographic regions or theater of operations.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On The Job Training (OJT). Hands on, over-the-shoulder training to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings that results in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Radar Approach Control (RAPCON). A terminal ATC facility that uses radar and nonradar capabilities to provide control services to aircraft arriving, departing, or transiting airspace controlled by the facility.

Radar Final Control (RFC). An ATC service that provides navigational guidance or approach monitoring during the final phase of flight. An RFC facility is defined as a fixed, mobile, or transportable radar facility that provides RFC service.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower and equipment that preclude desired training from being delivered.

Senior Controller (SC). The individual responsible for the overall operations of an air traffic control facility during their shift and maintains general situational awareness of air traffic (see Watch Supervisor). A senior controller is also simultaneously responsible for duties at an operating position.

Senior Noncommissioned Officer Academy (SNCOA). SNCOA is the capstone of enlisted Professional Military Education (PME) and is intended for CMSgt selects, SMSgts, select MSgts, chief petty officers and international senior NCOs. The 30-academic day curriculum is designed to expand the leadership capabilities of senior enlisted leaders and reinforce a commitment to the profession of arms.

Skills Training. A formal course that results in the award of a skill level.

Special Experience Identifier (SEI). Special experience identifiers (SEI) identify special experience and training not otherwise reflected in the classification system. SEIs are primarily used for contingency purposes. SEIs are awarded based on completion of formal training or a unique course, and experience performing specific duties.

Specialty Knowledge Test (SKT). One of two tests in the Weighted Airman Promotion System (WAPS). The SKT is an examination that covers broad technical knowledge within a given Air Force Specialty Code (AFSC).

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by the National Security Agency (NSA) and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Standard (STS). An Air Force publication that describes the skills and knowledge that airmen in a particular AFS needs on the job. It further serves as a contract between AETC and the user to show the overall training requirements for an AFS code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results.

Task Module (TM). A group of tasks performed within an AFS that are performed together and that require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

Terminal Instrument Procedures Specialist (TERPS). The individual responsible for designing, reviewing, and updating instrument procedures within their area of jurisdiction. This includes, but is not limited to, instrument approach procedures, instrument departure procedures, obstruction information, etc.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job training, field training, mobile training team, self-study, etc.)

Upgrade Training (UGT). Mandatory training that leads to obtaining a higher level of proficiency and award of a skill level.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or AFS. There are two types of patterns. A current pattern based on the training provided to incumbents and the jobs to which they have been and are assigned. And, alternate patterns that consider proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of MAJCOM AFSC functional managers, Subject Matter Experts (SMEs), and ATC training personnel that determines career ladder training requirements.

Watch Supervisor (WS). The individual responsible for the overall operations of an air traffic control facility during their shift and maintains general situational awareness of air traffic.

Weighted Airman Promotion System (WAPS). The Air Force promotion system for enlisted members. Consists of six promotion factors, each assigned points based on importance relative to promotion.

Section A --- General Information

1. Purpose. This CFETP provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage and conduct an effective career field training program. This plan outlines the training individuals in the 1C1X1 AFSC should receive in order to develop and progress throughout their career. It also identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the specific 1C1X1 training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is conducted by AETC at Keesler AFB. Upgrade training identifies the mandatory courses, task qualification requirements and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty or operating position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. MFMs and supervisors at all levels will use the plan to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. Each MFM will ensure their training programs complement the CFETP mandatory initial, upgrade and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy the identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Student Training Report Card. The Student Training Report Card will be forwarded to first-assignment supervisors to provide a comprehensive report of students' performance during technical school training. The base EST manager receives the report card on each technical school graduate being assigned to the base and forwards it through the squadron commander to the immediate supervisor. Supervisors use the Training Report Card during the initial evaluation of knowledge and skills. For a more detailed explanation of the report card supervisors should review AFI 36-2201.

4. Control Tower Operator (CTO) Written Test Results. The ATC school at Keesler AFB is retaining the Federal Aviation Administration CTO written test results at the following location:

334 TRS/TTKOD DSN: 597-4324/5409
700 Hanger RD, Ste 126 FAX: 597-9919
Keesler AFB, MS 39534-2335

The results are retained on file until requested by the unit examiner. To obtain a test result report, provide the above listed office with the applicant's full name, SSAN, graduation date and year, work mailing address of supervisor and a phone number of the person requesting the results.

5. Coordination and Approval. The AFCFM is the final approval authority of the CFETP. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Report inadequacies through channels to the AFCFM at least 45 days before the anniversary date of the CFETP date (as printed in the upper corner of the CFETP).

Section B --- Career Progression and Information

6. Specialty Descriptions.

6.1. **Specialty Summary.** Controls en route and terminal air traffic by use of visual, radar and non-radar means. Supervises and manages ATC facilities (AFMAN 36-2108, Attachment 6).

6.2. **Duties and Responsibilities.** Controls and regulates en route and terminal air traffic. Initiates and issues ATC clearances, instructions and advisories to ensure the safe, orderly and expeditious flow of air traffic operating under instrument and visual flight rules. Plans, organizes, directs, inspects and evaluates ATC activities.

6.2.1. **ATC Superintendent/Chief Enlisted Manager (CEM)**

6.2.1.1. Plans and organizes ATC activities. Provides for use and control of space, equipment, time, supplies and personnel allotted to ATC activities. Analyzes traffic data from ATC facilities. Requisitions and accounts for equipment, space, supplies and other resources required for efficient operation. Designs organizational chart to show lines of authority and to identify specific responsibilities for performing ATC functions.

6.2.1.2. Directs ATC activities. Establishes procedures and performance standards in ATC facilities. Recommends installing, maintaining, and removing ATC equipment and facilities.

6.2.1.3. Inspects and evaluates ATC activities. Conducts periodic inspection of ATC activities to determine operational readiness and to provide assistance in solving operation, maintenance, supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies.

6.2.1.4. Advises supervisor on status, maintenance and adequacy of equipment, supplies, training and operational efficiency. Interprets ATC policies for using activities.

6.2.1.5. Controls enroute and terminal air traffic in order to maintain operational awareness and control proficiency.

6.2.2. **ATC Craftsman (7-Skill Level)**

6.2.2.1. Controls enroute and terminal air traffic. Initiates and issues ATC clearances, instructions and advisories to ensure safe, orderly, and expeditious flow of air traffic operating under instrument and visual flight rules. Employs air and ground communications, aural, visual, and radar systems to control and expedite movement of air traffic. Releases to and accepts aircraft from other enroute or terminal ATC facilities. Coordinates the status of other ATC facilities.

6.2.2.2. Supervises ATC functions. Ensures the facility is operated in an efficient and professional manner. Effects coordination within the facility and between other facilities or agencies. Exercises general supervision over ATC personnel. Identifies training requirements, ensures training is conducted and certifies training. Ensures pre-duty familiarization and equipment checks are conducted and appropriate agencies are notified of equipment deficiencies. Directs actions of controllers in handling aircraft mishaps, emergencies, bomb threats, fire and similar emergency situations. Implements emergency operational plans and procedures.

6.2.2.3. Performs as upgrade/qualification OJT trainer. OJT trainers for ATC management training (CCTLR, CATCT, CSE and TERPS) must: hold AFSC 1C171 or above; be qualified on tasks to be trained; complete a formal OJT trainer course; complete AT-M-01 (Trainers Qualification Training Package); be appointed in writing by unit commander (may be delegated in writing to AOF/CC or facility CCTLRs); and be recommended by the supervisor to perform trainer functions for AFJQS 1C1X1-002. Initial requirements only pertain to first time trainer qualifications. Local requirement training will be provided to new arrivals who are trainer certified.

6.2.3. **ATC Journeyman (5-Skill Level)**

6.2.3.1. Controls enroute and terminal air traffic. Initiates and issues ATC clearances, instructions and advisories to air traffic operating under instrument and visual flight rules. Uses air or ground communications, aural, visual, and radar systems to control and expedite air traffic. Uses flight plan data, position reports, visual observations, and radar displayed data to determine aircraft positions. Issues advisories to pilots, ATC and other agencies concerning weather conditions, Notice To Airman (NOTAM) information, traffic flow control measures, wake turbulence, and additional services. Provides flight assistance and emergency service to pilots. Conducts intrafacility and interfacility coordination of clearances, instructions, advisories and aircraft movement information. Maintains operating position forms and records. Performs equipment turn-on and alignment functions.

6.2.3.2. Operates enroute ATC facilities. Uses nonradar and radar procedures to separate and control aircraft along established airways and routes between and over terminal areas. Identifies and integrates aircraft into enroute traffic flow, and releases to and accepts aircraft from enroute or terminal ATC facilities. Provides terminal ATC services, other than control tower services, where terminal facilities are not provided or are inoperative. Provides separation between aircraft occupying airspace in range control centers. Coordinates, plans and approves special user requirements under the altitude reservation concept.

6.2.3.3. Operates Radar Approach Control (RAPCON), Ground Controlled Approach (GCA) and Radar Final Control (RFC) facilities. Uses nonradar and radar procedures to separate and control arriving, departing and enroute aircraft within designated airspace. Radar monitors departing aircraft and aircraft making instrument approaches using other navigational aids. Releases to and accepts aircraft from enroute or control tower facilities.

6.2.3.4. Operates control tower facilities. Uses visual and radar procedures to separate and control aircraft operating in the vicinity of an airport and on the movement area. Issues control instructions to provide separation between aircraft and vehicular traffic operating on the aerodrome. Operates field lighting controls, visual signaling devices, aircraft arresting barrier position controls and primary crash alarm system. Releases to and accepts aircraft from enroute or other terminal ATC facilities. Makes tower visibility observations. Maintains continual visual surveillance of the airport traffic area and aircraft movement area.

6.2.3.5. Performs as upgrade/qualification OJT trainer. OJT trainers must: be qualified controllers holding AFSC 1C131 or above; complete a formal OJT trainer course; complete AT-M-01 (Trainers Qualification Training Package); be position certified and/or facility rated; and any facility requirements identified in AFI 13-203, *Air Traffic Control;* and be appointed in writing by the unit commander (may be delegated in writing to AOF/CC or facility CCTLRs). Initial requirements only pertain to first time trainer qualifications. Local requirement training will be provided to new arrivals already trainer certified.

7. Skill/Career Progression.

7.1. **Apprentice Training (3-Skill Level)**.

7.1.1. Initial Skills Training. After basic military training, individuals will complete initial skills training through Course E3ABR1C131 000, PDS Code ACB, at Keesler AFB, MS. The course provides individuals with knowledge and hands-on training that prepares them for beginning the job at the apprentice level. The course content is recorded in the STS column 4A (1), Part II of this CFETP. Personnel must successfully complete the initial skills course to be awarded AFSC 1C131.

7.1.2. Apprentice controllers must be assigned to Functional Account Code (FAC) 13E125 once assigned to their duty location.

7.1.3. Upon arrival, acclimate the trainee to the new work environment by ensuring the trainee has sufficient time to become familiar with their new surroundings and complete base/unit in-processing and orientation. Familiarize apprentice controllers with their organization and its mission. Units must develop an apprentice controller indoctrination program using AT-M-08, *Indoctrination Program*, and the existing familiarization program as guides. The program must be meaningful to both apprentice and skilled controllers. Conduct initial evaluations IAW AFI 36-2201 and AFI 13-203. Discuss training goals, trainee's responsibilities, training time, training records, promotion, withdrawal procedures, and crew policies.

7.1.4. As soon as the apprentice controller completes initial base/squadron indoctrination, units must evaluate all tasks taught in technical school. Task evaluation must be completed on all 3-skill level tasks taught in technical school that are performed at your facility or complex prior to beginning training towards a facility rating. Therefore, do not allow 3-skill level controllers to enter position certification (qualification) training prior to completion of the task evaluation. During the task evaluation, trainees may work positions where they can be evaluated on all 3-skill level STS tasks performed in the facility. This evaluation period is as important as 5-skill level UGT and requires the same amount of dedication on the part of the training team. Remember that this evaluation is conducted to ensure the apprentice controller meets Air Force-wide 3-skill level standards defined in the STS portion of the CFETP, not individual facility certification standards. It is also used to provide the technical school feedback on the quality of graduates entering the career field. The applicable standard for each task is identified in Part II, Section D of the CFETP. Use the Student's Training Report Card as an aid to incorporate areas of emphasis into the individual's training program.

7.1.5. Immediately after the task evaluation is completed, 3-skill level apprentice controllers may, with supervisor and CCTLR approval, begin training for the appropriate facility rating/special experience identifier (SEI). Apprentice controllers in UGT may work unmonitored once training requirements for award of the SEI and combat skills familiarization training are completed. An apprentice controller, who has held AFSC 1C131 for at least 6 months, holds current ratings or certifications for the award of the appropriate SEI are considered "qualified controllers". These requirements are the minimum. Qualified controllers should gain additional job experience and knowledge and obtain other facility of assignment certifications after the position certifications are met for the award of the SEI.

7.1.6. Following the award of the SEI, individuals may be considered for facility OJT trainer duty after 60 days of operational experience.

7.2. **Journeyman Training (5-Skill Level).**

7.2.1. Upgrade training to the 5-skill level may begin immediately after the individual is assigned to their first ATC duty location. For apprentice controllers to be eligible for upgrade to the 5-skill level, individuals must complete at least 15 months UGT (may be waived by the AFCFM), all training requirements listed in the CFETP and those identified by the supervisor in AFJQS 1C1X1-001, and all requirements identified in AFI 13-203. Retrainees require only 9 months of UGT as long as all other requirements are met.

7.2.2. Individuals will normally attend an Airman Leadership Course after assuming the rank of SrA and completing 48 months of service, upon first reenlistment, or when selected for promotion to Staff Sergeant (SSgt). The Air National Guard may substitute this course with a non-resident Airman Leadership School (ALS). Completion of ALS is mandatory prior to assuming the rank of SSgt. Once individuals assume the rank of SrA, they are authorized to supervise personnel.

7.2.3. Following award of the 5-skill level, individuals may be considered for ATC instructor duty; ACATCT, ATC automation specialist (AUS), facility OJT trainer and as the Air Traffic Control Training Device System Administrator (TDSA).

7.3. **Craftsman (7-Skill Level).**

7.3.1. Personnel are entered into 7-skill level upgrade training upon selection to SSgt (not earlier than the first day of the promotion cycle). For controllers to be eligible for upgrade to the 7-skill level, individuals must complete: a minimum of 18 months in UGT; all training requirements identified in AT-M-03, *Craftsman Qualification Training Package;* and Airman Leadership School.

7.3.2 Upon award of the 7-skill level training individuals may be selected to perform duty as Watch Supervisor (WS), Senior Controller (SC), Chief, ATC Training (CATCT), Chief, Standardization and Evaluation (CSE), Chief Controller (CCTLR), Chief, ATC Automation (CATCA), Terminal Instrument Procedure Specialist (TERPS), and as the Air Traffic Control Training Device (ATCTD) System Administrator (TDSA) after completing the appropriate training qualification package. Other career progression opportunities include Automated Systems Supervisors, and Combat Airspace Manager.

7.3.3 Prior to assuming the rank of TSgt, individuals must be awarded a 7-skill level. The primary function performed by a TSgt in ATC is facility watch supervisor.

7.3.4 Prior to assuming the rank of MSgt, individuals must complete the NCO Academy (NCOA). The Air National Guard may substitute a non-resident NCOA Course. MSgts are permitted to complete the senior NCO Academy (SNCOA) Correspondence course. However, completion will not replace in-resident SNCOA attendance upon selection or promotion to SMSgt, and will not meet the requirements for the award of the 9-skill level. Selected individuals, normally MSgt and above, may be considered for HQ AFFSA, MAJCOM, and Numbered Air Force (NAF) ATC staffs.

7.4 **Superintendent (9-Skill Level).**

7.4.1. The 9-skill level is awarded when individuals assume the rank of Senior Master Sergeant (SMSgt) and complete the SNCOA in residence. Air National Guard commanders may opt for SNCOs to complete the non-resident SNCOA course in lieu of attending the resident course. The primary function performed by SMSgts in ATC is facility chief controller.

7.5. **Chief Enlisted Manager Training (CEM 1C100).** This individual will be awarded AFSC 1C100 once selected for Chief Master Sergeant (CMSgt). Individuals must complete the SNCOA in-residence prior to assuming the rank of CMSgt. Air National Guard may substitute the non-resident SNCOA Course. The primary function performed by CMSgts in ATC is radar approach control chief controller (or selection to NAF, MAJCOM, or Air Force Staff). Specific qualifications and responsibilities are outlined in AFMAN 36-2108, Attachment 42.

8. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the ATC career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent, reduce duplication of training, and eliminate a fragmented approach to training.

8.1. The ATC Apprentice Course curriculum was increased to include additional performance tasks (e.g., SFOs, PIREPs, and Crew Resource Management (CRM) knowledge and performance). Non-radar training now includes knowledge and performance criteria. Proficiency codes are "K" for knowledge, "P" for performance and "pk" for performance/ knowledge. All STS elements are written as a behavioral statement. The details of the statement and verb selection reflect the level of training provided. The apprentice course has a standardization and evaluation section, comprised of instructors and instructor supervisors and is devoted to evaluating students during performance testing and ensuring all lecture, performance instruction and written tests are standardized and enforced equally.

8.2. For changes to 5-skill level upgrade training see paragraphs 7.1. and 7.2.

8.3 The 7-skill level Craftsman Course was canceled on 1 Apr 99. AT-M-03, *Craftsman Qualification Training Package* is the only ATC academic requirement necessary for advancement to the 7-skill level.

8.4 **Proficiency Training.** Training in addition to initial, UGT, and qualification requirements—entails maintaining knowledge and performance ATC capabilities at or above the standards prescribed in published technical school or facility operating guides.

8.5 **Retraining Personnel.** Minimum upgrade requirements for retraining, regardless of rank and AFSC, will consist of nine months for 5-skill level upgrade training, and 12 months for 7-skill level upgrade training. All mandatory requirements, including rank requirements, for the applicable skill level must be completed prior to award of the skill level.

9. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training (BMT). CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associate's degree program, CCAF offers the following:

9.1. **Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

9.2. **Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

9.3. **Degree Requirements.** All airmen are automatically entered into the CCAF program. Prior to completing an associate degree in Airway Science, the following requirements must be met:

9.3.1. Awarded an air traffic control 5-skill level.

9.3.2. Meet the current year CCAF General Catalog program requirements.

9.3.2.1. **Technical Education (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective subjects/courses. Requests to substitute subjects/courses must be approved in advance by the Technical Branch.

9.3.2.2. **Leadership, Management, and Military Studies (6 Semester Hours):** Professional military education and/or civilian management courses. The preferred method of completing this requirement is through attendance at an Airman Leadership School, Major Command NCO Academy, and/or Air Force Senior NCO Academy.

However, civilian courses that emphasize fundamentals of managing human or material resources may also be applicable. See the CCAF General Catalog for application.

9.3.2.3. **Physical Education (4 Semester Hours):** This requirement is satisfied by completion of BMT.

9.3.2.4. **General Education (15 Semester Hours):** Courses must meet the criteria for application to the General Education Requirements (GER), and be in agreement with definitions of applicable general education subjects/courses as provided in the CCAF General Catalog. An intermediate algebra or college-level mathematics course is required. If an acceptable mathematics course is applied as a technical or Program Elective, a natural science course meeting GER application criteria may be applied.

9.3.2.5. **Program Elective (15 Semester Hours):** This requirement is satisfied with applicable Technical Education, Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied. NOTE: CCAF requirements are subject to change. See current CCAF catalog.

9.4. In addition to the associate degree program, CCAF also offers an Aerospace Management Certificate. CCAF awards the Aerospace Management Certificate to airmen who have completed job-related advanced resident technical training and professional military education and who possess the seven-skill level.

9.5. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should actively pursue an associate degree. University faculty must have appropriate degree credentials necessary to maintain accreditation through the Southern Association of Colleges and Schools.

1998-99 CCAF General Catalog Program Requirements

Study Areas	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Total Hours	**64**

Technical Core

Subjects/Courses	Semester Hours
Aeronautical Laws and Regulations/Legislation	6
Air Navigational Aids	3
Air Traffic Control Principles	9
Air Transportation	3
Airport Management	3
CCAF Internship	16
Hostile Environment Techniques	3
Radar Approach Control	6

Technical Electives

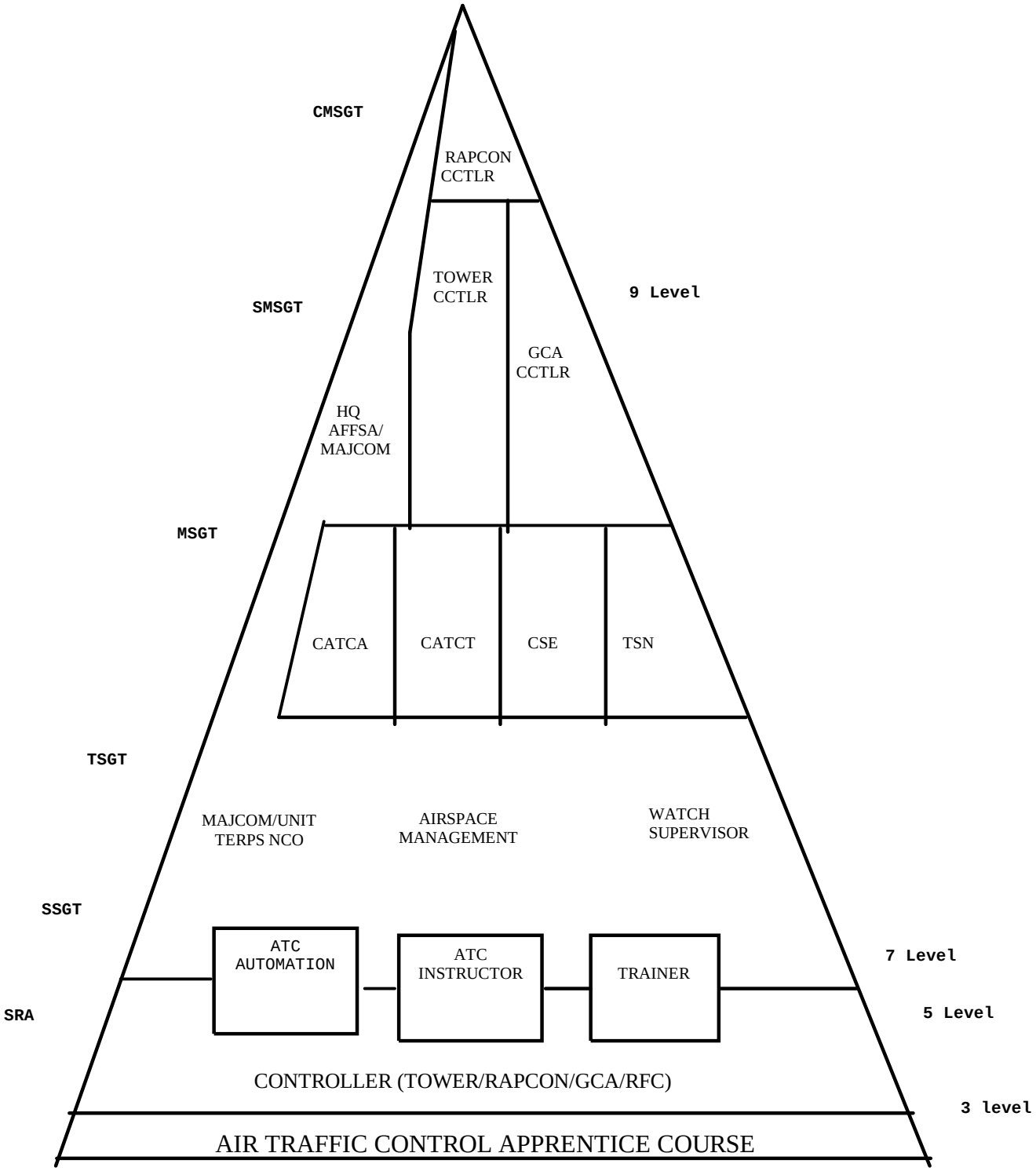
Subjects/Courses	Semester Hours
Advanced Flight Operations or Commercial Pilot's License	9
AF Enlisted Professional Military Education	12
Aviation/Flight Safety	3
Basic Electronic Theory/Application	3
Basic Flight Operations or Private Pilot's License	3
Climatology/Meteorology	3
Computer Science	6
FCC General Radio/Telephone Operator's License	9
Technical Writing	3

General Education Requirements

Subjects/Courses	Semester Hours
Oral Communication	3
Written Communication	3
Mathematics	3
Social Science	3
Humanities	3

10. Air Traffic Control Career Field Path. The following flowchart depicts the specialty's career path. This career path outlines when training is required for each level and function within this specialty.

CAREER FIELD FLOW CHART



Section C --- Skill Level Training Requirements

11. Purpose. Skill level training requirements in air traffic control are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the Course Objective List (COL) and STS, Part II, Sections D and E of this CFETP.

12. Specialty Qualification Requirements.

12.1. **Apprentice (3-Skill Level)/Journeyman (5- Skill Level) Training Requirements.**

12.1.1. **Specialty Qualifications.**

12.1.1.1. **Knowledge.** Knowledge is mandatory of ATC principles and procedures, flight characteristics of aircraft, International Civil Aviation Organization and United States federal and military air regulations, aeronautical chart usage, maps and publications, interpretation, use, and limitations of ATC radar, ATC communications systems and navigational aids, and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies this mandatory knowledge.

12.1.1.2. **Education.** Completion of high school or equivalent is mandatory. Journeyman must complete Airman Leadership School prior to promotion to SSgt.

12.1.1.3. **Training.** Completion of the ATC Operations Apprentice Course, E3ABR1C131 000, is required for award of the semi-skilled AFSC. Completion of the applicable AFJQS-001 task items are required. Prior to award of the 5-skill level, apprentice controllers must be awarded the appropriate facility special experience identifier (SEI) according to AFI 36-2108, Attachment 40.

12.1.1.4. **Experience.** Apprentice controllers may enter 5-skill level upgrade training immediately after graduating technical school and upon completion of an initial task evaluation. Individuals in 5-skill level upgrade training must complete a minimum of 15 months in upgrade training (retrainees a minimum of 9 months). Apprentice controllers must perform functions involving actual control of aircraft for upgrade to the 5-skill level.

12.1.1.5. **Other.**

12.1.1.5.1. Physical qualifications for ATC duties according to AFI 48-123, *Medical Examination and Standards,* are mandatory for award and retention of this AFSC.

12.1.1.5.2. Possession of a Federal Aviation Administration Air Traffic Control Specialist Certificate is mandatory for performance of ATC duties.

12.1.1.5.3. Eligibility for a secret security clearance according to AFI 31-501, *Personnel Security Program Management*, is mandatory for award and retention of this AFSC.

12.1.2. **Training Sources/Resources.** Completion of the ATC Operations Apprentice Course, E3ABR1C131 000, satisfies the knowledge and training requirements specified in the specialty qualification section for award of the 3-skill level. The COL, Part II Section D of this CFETP identifies all the knowledge and tasks, with their respective standards. A list of training courses to support this career field is in Part II, Section B of this CFETP.

12.1.3. **Implementation.** Entry into initial skills training is through the Air Force Training Management System (AFTMS). After graduation from the apprentice course, 5-skill level upgrade training begins immediately after individuals are assigned to their first duty assignment. Thereafter, it is initiated anytime individuals are assigned duties they are not qualified to perform.

12.2. **Craftsman (7-Skill Level) Training Requirements.**

12.2.1. **Specialty Qualifications.**

12.2.1.1. **Knowledge.** Knowledge is mandatory of ATC principles and procedures, flight characteristics of aircraft, International Civil Aviation Organization and United States federal and military air regulations, aeronautical chart usage, maps and publications, interpretations, use, and limitations of ATC radar, ATC communications systems and navigational aids, and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies this mandatory knowledge. Must know principles of organization, purpose, operation, and management of ATC facilities.

12.2.1.2. **Education.** To assume the grade of SSgt and MSgt, individuals must be graduates of an Airman Leadership School and NCO Academy, respectively. Air National Guard may substitute the non-resident courses.

12.2.1.3. **Training.** Individuals in 7-skill level upgrade training must complete a minimum of 18 months upgrade training. Completion of AT-M-03, Craftsman *Qualification Training Package* is mandatory.

12.2.1.4. **Experience.** Qualification as an ATC journeyman is mandatory. Experience in supervising or performing ATC functions is mandatory for upgrade to the 7-skill level.

12.2.1.5. **Other.**

12.2.1.5.1. Physical qualifications for ATC duties according to AFI 48-123, *Medical Examination and Standards,* are mandatory for award and retention of this AFSC.

12.2.1.5.2. Possession of a Federal Aviation Administration Air Traffic Control Specialist Certificate is mandatory for performance of ATC duties.

12.2.1.5.3. Eligibility for a secret security clearance according to AFI 31-501, *Personnel Security Program Management*, is mandatory for award and retention of this AFSC.

12.2.2. **Training Sources/Resources.** AT-M-03, *Craftsman Qualification Training Package*, satisfies the knowledge and training requirements specified above. A list of all training courses to support this career field is in Part II, Section B.

12.2.3. **Implementation.** Entry into upgrade training is initiated when an individual possesses the 5-skill level and is selected for SSgt (training can not begin until the first day of the promotion cycle). See paragraph 7.3 for specific details on 7-skill level UGT.

12.3. **Superintendent (9-Skill Level) Training Requirements.**

12.3.1. **Specialty Qualifications.**

12.3.1.1. **Knowledge.** Knowledge is mandatory of ATC principles and procedures, flight characteristics of aircraft, International Civil Aviation Organization and United States federal and military air regulations, aeronautical chart usage, maps and publications, interpretation, use, and limitations of ATC radar, characteristics and use of ATC communications systems and navigational aids and fundamentals and principles of meteorology. United States Air Force certification as an ATC specialist satisfies this mandatory knowledge. Must know principles of organization, purpose, operation and management of ATC facilities.

12.3.1.2. **Education.** Completion of the Senior NCO Academy is mandatory for award of the 9-skill level. Air National Guard may substitute the non-resident SNCOA Course.

12.3.1.3. **Training.** No additional training requirements are mandatory for award of the 9-skill level AFSC.

12.3.1.4. **Experience.** Qualification as an ATC craftsman, and experience in managing ATC functions is mandatory.

12.3.1.5. **Other.**

12.3.1.5.1. Physical qualifications for ATC duties according to AFI 48-123, *Medical Examination and Standards,* are mandatory for award and retention of this AFSC.

12.3.1.5.2. Possession of a Federal Aviation Administration Air Traffic Control Specialist Certificate is mandatory for performance of ATC duties.

12.3.1.5.3. Eligibility for a secret security clearance according to AFI 31-501, *Personnel Security Program Management*, is mandatory for award and retention of this AFSC.

12.3.2. **Training Sources/Resources.** SNCOA is located at Gunter AFB, AL. A list of all training courses to support this career field is in Part II, Section B.

12.3.3. **Implementation.** Entry into upgrade training is initiated when an individual is selected for promotion to Senior Master Sergeant. See paragraph 7.4 for 9-skill level UGT requirements.

Section D --- Resource Constraints

13. Purpose. This section identifies known resource constraints which preclude desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually by the Career Field Manager.

13. 1. Apprentice (3) Level Training Constraints.

13.1.1. The student/instructor ratio at the technical school could be a constraint if manning requirements increase above those already established. Controller availability and command funding may slow the technical school's ability to react to an increase in graduates.

13.2. Journeyman (5) Level Training Constraints.

13.2.1. The ability to train the increase in technical school graduates is limited to the available number of trainers in the field. Deployments and contingencies place a strain on the career field to effectively provide an adequate number of trainers.

13.3. Craftsman (7) Level Training Constraints.

13.3.1. No 7-Level constraints exist.

13.4. Superintendent (9) Level Training Constraints.

13.4.1. No 9-Level constraints exist.

Section E --- Transitional Training Guide

14. There are currently no transitional training requirements. This area is reserved.

Part II

Section A --- OJT Support Materials

Document	Duty Position	Developer
AFJQS-001	ATC Operator	AFFSA
AT-M-01	OJT Trainer	AFFSA
AFJQS-001	Coordinators (CA/CT/CI)	AFFSA
AFJQS-002	Chief Controller	AFFSA
AFJQS-002	Chief, Air Traffic Control Training	AFFSA
AFJQS-002	Chief, Standardization and Evaluation	AFFSA
AT-M-03	Craftsman (7-skill level)	AFFSA
AFJQS-002	TERPS	AFFSA
AFJQS-002	ATCTD System Administrator	AFFSA

Course Number	Course Title	Developer
N/A	OJT Trainers Course	360th TSS
N/A	OJT Task Certifier	360th TSS
N/A	Certification Guides	Each Facility

1. Training Publications. AFI 36-2222, *Air Traffic Control Training Publications*, outlines policies, procedures, and responsibilities for training publications as OJT support materials. These support materials provide effective management devices for training and evaluation feedback of the entire training program.

2. Index of Training Publications. AFIND 25, *Index of Air Traffic Control Training Publications*, is a reference document and index of all current paper and computerized OJT support materials available for Air Force use. This index currently lists over 20 paper products and over 40 computer-based training (CBT) products and the process to requisition them. AFIND 25 is updated with new, revised and obsolete OJT support materials. Between updates, HQ AFFSA announces these changes in *Air Force Publishing Bulletin*, (AFPB), Part 1.

Section B --- Training Course Index

3. Refer to AFCAT 36-2223, *USAF Formal Schools*, for information on resident courses listed in this index.

4. Resident Courses

Course Number	Course Title	Location
E3ABR1C131 000	ATC Operations Apprentice Course	Keesler AFB
E3OZR11A4X 000	Military Airspace Management	Keesler AFB
E3OZR13B4A 000	Automated Terminal Instrument Procedures	Keesler AFB
AFFSA 1C191	ATC Facility Management	Andrews AFB
J3AZR3S200 002	Instructional System Designer	Sheppard AFB

5. Extension Course Institute (ECI) Courses

CDCs are not available for this ASFSC.

Section C --- MAJCOM Unique Requirements

Air National Guard will provide training slots at Alexandria Air Park for ANG operators/airfield management for combat skills and ATCALS maintenance training.

Section D --- Initial/Advanced Skills Course Objective/Behavioral Statement List

This section contains a list of behavioral statements, which describe knowledge and job performance requirements graduates should demonstrate on the job as a result of training received in course E3ABR1C131 000 (PDS Code ACB) as described in AFCAT 36-2223.

6. Measurement. Each objective is indicated as follows:

6.1. "**W**" indicates task or subject knowledge that is measured using a written test.

6.2. "**PC**" indicates required task performance that is measured with a performance progress check.

6.3. "**PC/W**" indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

6.4. "**P**" indicates required task performance that is measured with a performance test.

7. Standard.

7.1. The standard is 70% on written examinations. The standard for performance tests and performance progress checks is 70 & using a weighted grading system; i.e. a vectoring error is worth 5 points; a separation error is worth 10 points. The standards and instructor assistance provided during the test are indicated in the objectives and further defined on individual performance test and performance progress checklists.

7.2. Each task and behavioral statement is identified as RAPCON or Tower, and further divided into operating positions. Each position identifies a specific condition which behavioral statement must be performed. The details of the statement and verb selection reflect the level of training. After the required knowledge level is obtained, performance behavioral statements are performed to meet course requirements for accuracy, timeliness, and correct use of procedures and phraseology. Behavioral statements for knowledge only tasks are listed for specific facilities.

8. Proficiency Level.

8.1. Behavioral Format Coding System.

8.1.1. Subject knowledge training (K) recognizes the individual's ability to identify facts, state principles, analyze, or evaluate the subject.

8.1.2. Performance training (P) identifies that the individual has performed the task as defined in the school standards; however, the individual may not be capable of meeting field requirements for speed and accuracy.

8.1.3. Performance knowledge training (pk) identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.

8.2. RAPCON operating positions include Clearance Delivery, Approach/Departure Control, Assistant Approach/ Departure Control, Arrival Control, Non-Radar Approach/Departure Control, Assistant Non-Radar Approach/Departure Control, and RFC. Control Tower operating positions include Local Control, Ground Control and Flight Data.

9. Initial Skills Course/Course Objectives List - These objectives listed are referenced in the STS. The Block of Instruction is added at the end of each objective. The Air Traffic Control Apprentice Course is divided into two Blocks of Instruction. Block I, Control Tower Procedures and Operations, and Block II, Nonradar & Radar Approach Control Procedures and Operations. "Meas" is used to denote the type of measurement used.

9.1. Introduction/Overview of The National Air Traffic Control System

Describe the responsibilities and functions of the FAA, Air Force and other military services in the ATC system. STS: None Meas: None Block I

9.2. Security

Describe Operations Security (OPSEC) vulnerabilities associated with air traffic control. STS: 1.2.6. Meas: W Block I

9.3. Air Traffic Control Publications

Describe the general contents of regulatory publications maintained in USAF ATC facilities. STS: 2.1. Meas: W Block I

Describe basic aeronautical data listed in flight information publications (FLIPS). STS: 2.2. Meas: W Block II

9.4. Flight Rules

Describe federal flight rules (general, visual, and instrument) that govern aircraft operations within the United States. STS: 3.1., 3.2., 3.3. Meas: W Block I

9.5. Air Navigational Aids

Describe Air Navigational Aids (NAVAIDS) and Air Traffic Control and Landing Systems (ATCALS). Meas: W Block II

VOR (4.1.)	ILS (4.5.)
TACAN (4.2.)	MLS (4.6.)
VORTAC (4.3.)	GPS (4.7.)
NDB (4.4.)	Remote Status Indicators (RSI) (4.8.)

9.6. Special Flight Operations

Describe MARSA procedures. STS: 5.2. Meas: W Block I

9.7. Weather

Explain the weather dissemination system. STS: 6.1. Meas: W Block I

Describe the effects of weather on aircraft operations. STS: 6.2. Meas: W Block I

Explain procedures used to determine visibility data. Meas: W Block I

Sector Visibility (6.4.1.)	Reporting and Disseminating Visibility (6.4.3.)
Prevailing Visibility (6.4.2.)	Disseminate Tower Visibility Data (6.5.)

Explain procedures used to solicit, copy, and relay Pilot Reports (PIREPS). STS: 6.3.1., 6.3.2., 6.3.3., Meas: W Block I

NOTE: Local weather data is applied in both blocks I & II performance labs. Block I will teach the foundation knowledge and procedures needed for lab application.
Explain procedures used to copy and relay local weather data. STS: 6.6.1., 6.6.2. Meas: W Block I

Explain procedures used to copy and relay low level wind shear advisories. STS: 6.7.1., 6.7.2. Meas: W Block I

9.8. Operational Areas

Describe airport operational areas (movement areas and traffic patterns). STS: 7.1., 7.2. Meas: W Block I

Describe airspace classifications. STS: 7.3. Meas: W Block I

Describe special use airspace. STS: 7.4. Meas: W Block I

9.9. Crew Resource Management (CRM)

Describe CRM terminology and fundamental concepts. STS: 8.1.1., 8.1.2., 8.1.3., 8.1.4., 8.1.5., 8.1.6. Meas: W Block I

9.10. General Operating Procedures

NOTE: The knowledge foundation that is needed and inherent in the STS tasks that are coded as "P" (Performance) will be taught in the appropriate performance area/block of instruction.

Explain transponder procedures/operations. STS: 9.3.1. Meas: W Block II

Explain procedures used to copy, relay, and issue amended IFR clearance data. STS: 9.5.1., 9.5.2., 9.5.3. Meas: W Block II

Explain procedures used to solicit, copy, and relay braking action reports. STS: 9.8.1., 9.8.2., 9.8.3. Meas: W Block I

Explain procedures used to copy and relay Runway Condition Reading (RCR). STS: 9.9.1., 9.9.2. Meas: W Block I

Explain procedures used to copy and relay Runway Visual Range (RVR). STS: 9.10.1., 9.10.2. Meas: W Block I

Explain emergency assistance procedures. STS: 9.15. Meas: W Block I

Describe emergency airport procedures. STS: 9.16. Meas: W Block I

Explain control procedures for NORDO aircraft. STS: 9.17. Meas: W Blocks I & II

Explain control procedures for receiver-only acknowledgment. STS: 9.17.1. Meas: W Blocks I & II

Explain procedures to respond to Emergency Locator Transmitter (ELT) signals. STS: 9.18. Meas: W Block I

Describe procedures to assist VFR aircraft in weather difficulty. STS: 9.19. Meas: W Blocks I & II

Explain procedures for minimum and emergency fuel aircraft. STS: 9.20. Meas: W Blocks I & II

Describe procedures to alert agencies for overdue/missing aircraft. STS: 9.22. Meas: W Block I

Describe anti-hijacking procedures. STS: 9.23. Meas: W Blocks I & II

Describe emergency beacon code assignment procedures. STS: 9.24. Meas: W Block II

Describe bomb threat procedures. STS: 9.26. Meas: W Blocks I & II

Explain the Flight Data System (FDS). STS: 9.28. Meas: W Block I

Describe aircraft arresting systems. STS: 9.29. Meas: W Block I
Explain visual separation. STS: 9.33. Meas: W Blocks I & II

Explain SVFR procedures. Explain procedures to request, copy, relay, and issue Special VFR. STS: 9.37.1., 9.37.2., 9.37.3., 9.37.4. Meas: W Blocks I & II

Describe NOTAM data. STS: 9.42. Meas: W Block I

Describe ATC service, to include operational priorities, duty priorities, and additional services. STS: 9.44. Meas: W Block I

Describe VFR release of an IFR departure. STS: 9.47. Meas: W Block I

Describe circling approach procedures. STS: 9.48. Meas: W Block II

Explain expeditious compliance. STS: 9.49. Meas: W Blocks I & II

9.11. Control Tower Operations (All areas under 9.11 are taught and/or performed in Block I)

NOTE: The knowledge foundation that is needed and inherent in the STS tasks that are coded as "P" (Performance) will be taught for the appropriate performance area/operating position.

Describe Control Tower Operator (CTO) certification. STS: 10.1. Meas: W

Explain procedures to coordinate use of airspace. STS: 10.7. Meas: W

Explain procedures for tower radar displays. STS: 10.22. Meas: W

Describe closed/unsafe runway information. STS: 10.23. Meas: W

Describe airport lighting procedures. Meas: W

Emergency (10.24.1.)
Sequenced flashing lights (SFLs) (10.24.2.)
Runway lights (10.24.3.)
Approach lights (10.24.4.)
Runway end identifier lights (REILS) (10.24.5.)
Taxiway lights (10.24.6.)

Describe runway selection procedures (including wind factors and noise abatement). STS: 10.25. Meas: W

Describe procedures to protect the localizer/glideslope precision approach critical areas. STS: 10.26. Meas: W

Describe procedures to issue a landing clearance without visual observation. STS: 10.27. Meas: W

Explain procedures used to authorize altitude restricted low approaches. STS: 10.28. Meas: W

Explain CRM techniques and concepts in a tower environment. STS: 10.29. Meas: W

NOTE: The instructor applying the measurement in an operating position has the authority and responsibility to objectively apply two assists and no more than two verbal prompts. Student reactions will cause unique and

different situations in every performance test or performance progress check—instructors must have professional flexibility. Exception: No more than one assist for **separation**, and no more than one assist for **sequencing**.

9.12. Performance Objective--LOCAL CONTROL While assigned to the local control position (in a control tower simulator), perform the tasks required to control up to five (5) aircraft simultaneously with no more than two (2) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Relay local weather (6.6.2.)
Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Relay airport conditions (9.7.2.)
Issue wheels down check (9.12.)
Provide additional services (9.13.)
Issue bird advisory information (9.14.)
Operate tower-radar coordination system (9.21.)
Issue traffic advisories (9.30.)
Coordinate aircraft movement (9.34.)
Apply wake turbulence separation criteria (9.35.)
Relay wake turbulence cautionary advisory (9.36.1.)
Issue wake turbulence cautionary advisory (9.36.2.)
Transfer communications (9.38.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)
Respond to operational requests (9.45.)
Maintain surveillance of airport traffic pattern area (10.2.1.)
Determine aircraft position (10.3.)
Issue landing information (10.4.)
Control use of active runways (10.5.)
Accomplish Local Control coordination (10.6.)
Issue landing and takeoff clearances (10.8.)
Separate arrivals and departures (10.9.)
Sequence arrivals and departures (10.10.)
Control SFO arrivals (overhead) (10.11.1.)
Control SFO arrivals (straight-in) (10.11.2.)
Control formation flights (10.12.)
Control helicopter operations (10.13.)
Control VFR radar departures and arrivals (10.14.)
Issue takeoff position and hold instructions (10.15.)
Issue runway-exiting instructions (10.16.)
Issue go-around instructions (10.17.)
Give light gun signals (10.18.)
Issue departure information (10.19.)

9.13. Performance Objective--GROUND CONTROL: While assigned to the ground control position (in a control tower simulator) perform the tasks required to control up to five (5) aircraft and vehicle operations simultaneously with no more than two (2) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Relay local weather (6.6.2.)
Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Assign beacon codes (9.3.)
Relay airport conditions (9.7.2.)
Provide additional services (9.13.)
Issue traffic advisories (9.30.)
Coordinate aircraft movement (9.34.)
Issue wake turbulence cautionary advisory (9.36.2.)
Transfer communications (9.38.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)
Respond to operational requests (9.45.)
Maintain surveillance of the airport movement area (10.2.2.)
Determine aircraft position (10.3.)
Accomplish Ground Control coordination (10.6.)
Control helicopter operations (10.13.)
Give light gun signals (10.18.)
Issue departure information (10.19.)
Issue taxi instructions (10.20.1.)
Separate ground traffic (10.20.2.)
Control vehicular traffic (10.21.)

9.14. Performance Objective--FLIGHT DATA: While assigned to the flight data position (in a control tower simulator), perform the duties required to support a traffic flow of up to seven (7) aircraft simultaneously with no more than two (2) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Copy local weather (6.6.1.)
Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Copy airport conditions (9.7.1.)
Coordinate aircraft movement (9.34.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)
Coordinate SFO arrivals (10.11.1. and 10.11.2.)

Transmit ATIS broadcast (9.27.)

9.15. Radar Approach Control Operations (All areas under 9.15 are taught and/or performed in Block II)

NOTE: The knowledge foundation that is needed and inherent in the STS tasks that are coded as "P" (Performance) will be taught for the appropriate performance area/operating position.
Describe the operational advantages and disadvantages of primary and secondary radar. STS: 11.1. Meas: W

Explain procedures to check alignment of radar video displays. STS: 11.2. Meas: W

Describe beacon range accuracy. STS: 11.3. Meas: W

Describe radar mapping not available procedures. STS: 11.4. Meas: W

Describe electronic cursor procedures. STS: 11.5. Meas: W

Explain procedures to separate aircraft from special use airspace. STS: 11.9. Meas: W

Explain procedures used to issue holding instructions. STS: 11.11. Meas: W

Explain holding pattern surveillance procedures. STS: 11.12. Meas: P

Explain lost communication instructions. STS: 11.14. Meas: W

Describe formation flight procedures. STS: 11.20. Meas: W

Describe no-gyro procedures. STS: 11.21. Meas: W

Explain procedures used to issue speed adjustments. STS: 11.35. Meas: W

Explain CRM techniques and concepts in a radar environment. STS: 11.37. Meas: W

Explain approach monitoring on a PAR indicator to include availability, pilot requests, weather criteria, advisory information, and nighttime requirements. STS: 11.38. Meas: W

Describe lowest usable and adjusted minimum Flight Level (FL). STS: 11.39. Meas: W

NOTE: The instructor applying the measurement in an operating position has the authority and responsibility to objectively apply two assists and no more than two verbal prompts. Student reactions will cause unique and different situations in every performance test or performance progress check—instructors must have professional flexibility. Exception: no more than one assist for **separation**, and no more than one assist for **sequencing**.

9.16. Performance Objective--APPROACH/DEPARTURE CONTROL: While assigned to the approach/departure control position (in a radar simulator), perform the tasks required to control up to six (6) aircraft simultaneously with no more than two (2) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Relay local weather (6.6.2.)
Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)

Assign beacon codes (9.3.)
Relay airport conditions (9.7.2.)

Apply vertical separation (11.10.)
Issue approach information (11.13.)
Control instrument approaches (11.15.)

Control radar approaches (11.16.)
Control SFO arrivals (overhead) (11.17.1.)

Provide additional services (9.13.)
Issue bird advisory information (9.14.)
Issue safety alerts (9.25.)
Issue traffic advisories (9.30.)
Control visual approaches (9.31.)
Coordinate aircraft movement (9.34.)
Apply wake turbulence separation criteria (9.35.)
Issue wake turbulence cautionary advisory (9.36.2.)
Transfer communications (9.38.)
Transfer control (9.39.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)
Respond to operational requests (9.45.)
Apply radar identification procedures (11.6.)
Confirm aircraft identification (11.7.)
Apply radar separation procedures (11.8.)
Control SFO arrivals (straight-in) (11.17.2.)
Control radar departures (11.18.)
Issue departure instructions (11.19.)
Vector aircraft (11.22.)
Sequence aircraft (11.23.)
Issue successive approach information (11.24.1.)
Control traffic at satellite airports (11.25.)
Validate Mode C readouts (11.26.)
Make pointouts (11.27.)
Accomplish handoffs (11.28.)
Provide basic radar service to VFR aircraft (11.29.)
Terminate radar service (11.30.)
Apply altitude verification procedures (11.31.)
Apply altitude assignment procedures (11.32.)
Apply merging target procedures (11.34.)

9.17. Performance Objective--ASSISTANT APPROACH/DEPARTURE CONTROL: While assigned to the assistant approach/departure control position (in a radar simulator), perform the tasks required to support a traffic flow of up to six (6) aircraft simultaneously with no more than two (2) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Copy local weather (6.6.1.)
Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Assign beacon codes (9.3.)
Copy airport conditions (9.7.1.)
Coordinate aircraft movement (9.34.)
Transfer control (9.39.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)
Issue departure instructions (11.19.)
Make pointouts (11.27.)
Accomplish handoffs (11.28.)

9.18. Performance Objective--ARRIVAL CONTROL: While assigned to the arrival control position (in a radar simulator), perform the tasks required to control up to four (4) aircraft simultaneously with no more than two (2) instructor interventions/assists in the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203 and the individual performance test checklist. Meas: P

Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Assign beacon codes (9.3.)
Provide additional services (9.13.)
Operate tower-radar coordination system (9.21.)
Issue safety alerts (9.25.)
Issue traffic advisories (9.30.)
Coordinate aircraft movement (9.34.)
Apply wake turbulence separation criteria (9.35.)
Issue wake turbulence cautionary advisory (9.36.2.)
Transfer communications (9.38.)
Transfer control (9.39.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)
Respond to operational requests (9.45.)
Apply radar identification procedures (11.6.)
Confirm aircraft identification (11.7.)
Apply radar separation procedures (11.8.)
Apply vertical separation (11.10.)
Control instrument approaches (11.15.)
Control radar approaches (11.16.)
Vector aircraft (11.22.)
Sequence aircraft (11.23.)
Control successive approach aircraft (11.24.2.)
Validate Mode C readouts (11.26.)
Make pointouts (11.27.)
Accomplish handoffs (11.28.)
Apply altitude verification procedures (11.31.)
Apply altitude assignment procedures (11.32.)
Apply final approach course intercept procedures (11.33.)
Apply merging target procedures (11.34.)

9.19. Performance Objective--CLEARANCE DELIVERY: While assigned to the clearance delivery position (in a radar simulator), perform the tasks required to relay ten (10) clearances with no more than two (2) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Assign beacon codes (9.3.)
Copy IFR clearance data (9.4.1.)
Relay IFR clearance data (9.4.2.)
Issue IFR clearance data (9.4.3.)
Copy abbreviated departure clearance (9.6.1.)
Relay abbreviated departure clearance (9.6.2.)
Issue abbreviated departure clearance (9.6.3.)
Transfer communications (9.38.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefing (9.41.)

NOTE: PAR performance is limited to the very basics. Students will control PAR approaches only to RWY 21R, and will not apply abnormalities or no-gyro vectors.

9.20. Performance Objective--Radar Final Control (RFC): While assigned to the PAR final control position in a radar approach control simulator, perform the tasks required to conduct six (6) PAR approaches with no more than two (2) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Apply communication procedures (9.1.)
Relay tower clearance (9.11.)
Issue wheels down check (9.12.)
Operate tower-radar coordination system (9.21.)
Transfer communications (9.38.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefing (9.41.)
Vector aircraft (11.22.)
Perform communications check (11.36.1.)
Perform transmission acknowledgment (11.36.2.)
Issue distance from touchdown (11.36.3.)
Issue glidepath notification (11.36.4.)
Issue descent notification (11.36.5.)
Issue course guidance (11.36.6.)
Issue glidepath information (11.36.7.)
Issue trend information (11.36.8.)
Issue decision height (11.36.9.)
Issue position advisories (11.36.10.)

9.21. NonRadar Approach Control Operations (All areas under 12 are taught and/or performed in Block II)

NOTE: The knowledge foundation that is needed and inherent in the STS tasks that are coded as "P" (Performance) will be taught for the appropriate performance area/operating position.

Explain procedures used to control timed approaches. STS: 12.10. Meas: W

Explain CRM techniques and concepts in a nonradar environment. STS: 12.13. Meas: W

NOTE: The instructor applying the measurement in an operating position has the authority and responsibility to objectively apply the four assists and no more than two verbal prompts as necessary. Student decisions/actions will cause unique and different situations in every performance test or performance progress check—instructors must have professional flexibility.

9.22. Performance Objective--NONRADAR APPROACH/DEPARTURE CONTROL: While assigned to the approach/departure control position in a nonradar simulated environment, perform the tasks required to control up to four (4) aircraft simultaneously with no more than four (4) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Relay local weather (6.6.2.)
Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Assign beacon codes (9.3.)
Respond to operational requests (9.45.)
Control instrument approaches (11.15.)
Apply nonradar vertical separation (12.1.1.)
Apply nonradar lateral separation (12.1.2.)

Issue IFR clearance data (9.4.3.)
Relay airport conditions (9.7.2.)
Provide additional services (9.13.)
Issue safety alerts (9.25.)
Issue traffic advisories (9.30.)
Coordinate aircraft movement (9.34.)
Issue wake turbulence cautionary advisory (9.36.2.)
Transfer communications (9.38.)
Transfer control (9.39.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)
Apply nonradar longitudinal separation (12.1.3.)
Apply initial separation between successive departing aircraft (12.2.)
Apply initial separation between arriving/departing aircraft (12.3.)
Issue approach/arrival instructions (12.4.)
Apply altitude assignment procedures (12.5.)
Apply altitude confirmation procedures (12.6.)
Apply route assignment procedures (12.7.)
Apply protected airspace procedures (12.8.)
Apply position-reporting procedures (12.11.)
Issue holding instructions (12.12.)

9.23. Performance Objective--NONRADAR ASSISTANT APPROACH/DEPARTURE CONTROL: While assigned to the assistant approach/departure control position in a nonradar environment, perform the tasks required to support a traffic flow of up to four (4) aircraft simultaneously with no more than four (4) instructor interventions/assists with the most difficult situations/tasks IAW FAAO 7110.65, AFI 13-203, and the individual performance test checklist. Meas: P

Apply communication procedures (9.1.)
Mark flight progress strips (9.2.)
Copy IFR clearance data (9.4.1.)
Relay IFR clearance data (9.4.2.)
Coordinate aircraft movement (9.34.)
Transfer control (9.39.)
Transfer position responsibility (9.40.)
Participate in pre-duty familiarization briefings (9.41.)

9.24. ATC Combat Readiness

Describe basic terminology and fundamental concepts of ATC combat readiness. STS: 13.1. Meas: W

Section E— Specialty Training Standard (STS) 1C1X1

10. Implementation. This STS will be used for technical training provided by AETC for 3-skill level classes beginning 99/09/09 and graduating 99/12/22, and 5-level CDCs beginning 00/03/22.

11. Purpose. As prescribed in AFI 36-2201 and AFI 13-203, this STS provides information on the tasks necessary for airman to perform duties in the 3-, 5-, and 7-skill level.

11.1. Information in column 1 (*Task, Knowledge, and Technical Reference*) identifies common ATC tasks, knowledge, and technical references (TR). Column 2 (*Core/Wartime Tasks*) identifies specialty-wide training requirements.

11.2. Shows formal training and Career Development Course (CDC) requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the CDC. See ECI/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

11.3. Lists the Behavioral Format Coding System which indicates the level of training and knowledge provided by all resident training courses and career development courses. This coding system represents the contract between the AFCFM and the course providers. The coding matches the itemized teaching objectives of the (COL). The COL is in PART II, Section D of the CFETP.

11.4. The STS is used for 3-level evaluation. The facility chief controller must circle the appropriate task/knowledge items in column 1 required of the new 3-level in his/her current duty. The CATCT must maintain a copy of this CFETP in the Master Training Plan according to AFI 13-203, chapter 6. The focus should be on task evaluation, facility certification, and qualifying airman to be mission ready as soon as possible.

11.5. The STS is a guide for the development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKT) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606. WAPS is not applicable to the Air National Guard.

12. Recommendations. Comments and recommendations are invited concerning quality of AETC training. Please forward comments and correspondence requiring changes to 334 TRS/TTKOD, 700 Hangar Road, Suite 133, Cody Hall, Keesler AFB, MS 39534-2335. A Customer Service Information Line (CSIL) has been installed for the supervisor's convenience to identify graduates who may have received inadequate training on task/knowledge items listed in this training standard. For quick response to problems, call the CSIL, DSN 597-4566, any time day or night. If you would like to speak directly to the ATC Instructional Systems Specialist please call DSN 597-5409 Monday through Friday 0700 - 1700 Central Standard Time.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MICHAEL E. RYAN
General, USAF
Chief of Staff

SPECIALITY TRAINING STANDARD

1C131 ATC APPRENTICE COURSE

Each **STS** element (task) has a written behavioral statement. The details in each statement and verb selection reflect the level of training provided.

CODE	DEFINITION
K	Subject knowledge training (K) recognizes an individual's ability to identify facts, state principles, analyze, or evaluate the subject.
P	Performance training (P) identifies that the individual has performed the task as defined in the school standards; however, the individual may not be capable of meeting field requirements for speed and accuracy.
pk	Performance knowledge training (pk) identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.

NOTE 1: An asterisk (*) in column 2 indicates a wartime knowledge/task.

NOTE 2: A pound sign (#) in column 2 indicates a specialty core task.

NOTE 3: Users update TRs to identify current references pending next STS revision.

NOTE 4: Federal Aviation Administration publications or Department of Defense Flight Information publications considered essential for OJT and mission accomplishment are requisitioned through Base Operations.

NOTE 5: An item identified by an X, in any column, indicates that training is requested by the MAJCOMs, but not given due to resource constraints.

NOTE 6: Blank spaces indicate no proficiency training is conducted in the course or CDC.

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
1. SECURITY											
1.1. Communication Security (COMSEC) TR: DOD 5200.1R, AFI 33-211, AFI 33-212											
1.1.1. Prevent security violations											
1.1.2. Use MAJCOM/ FSOA EEFIs											
1.1.3. Observe security precautions involved in communications											
1.2. Operations Security (OPSEC) TR: AFI 10-1101											
1.2.1. Definition of OPSEC											
1.2.2. History of OPSEC											
1.2.3. Relationship of OPSEC to other security programs such as COMSEC, information security and physical security											
1.2.4. Common OPSEC Vulnerabilities											
1.2.5. OPSEC significance of unclassified data											
1.2.6. Specific OPSEC Vulnerabilities of AFSC 1C1X1	*						K				
2. AIR TRAFFIC CONTROL PUBLICATIONS											
2.1. Facility publications TR: AFI 13-203	*						K				
2.2. Flight Information Publications (FLIPS) Data TR: FLIPS, AFI 11-201	*						K				
3. FLIGHT RULES TR: FAR Part 91, AFI 11-202V3											
3.1. General flight rules	* / #						K				
3.2. Visual flight rules	* / #						K				

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
3.3. Instrument flight rules	* / #						K				
4. AIR NAVIGATIONAL AIDS TR: FAAO 7110.65, Airman's Information Manual (AIM)											
4.1. VOR	* / #						K				
4.2. TACAN	* / #						K				
4.3. VORTAC	* / #						K				
4.4. NDB	* / #						K				
4.5. ILS	* / #						K				
4.6. MLS	* / #						K				
4.7. GPS	* / #						K				
4.8. Explain Remote Status Indicators (RSI)	* / #						K				
5. SPECIAL FLIGHT OPERATIONS TR: FAAO 7110.65, CBT-G-12/13											
5.1. ATCALS TR: FAAO 8200.1											
5.1.1. Flight inspection											
5.1.2. Evaluations											
5.2. MARSA	* / #						K				
5.3. Fuel dumping											
5.4. Jettison external stores											
5.5. Parachute jumping											
6. WEATHER											
6.1. Explain Weather Dissemination System TR: AFI 13-203	* / #						pk				
6.2. Describe the effect of weather on aircraft TR: AFJH 11-203, Vol 1	* / #						K				

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
6.3. Explain the Pilot Report Process (PIREPS) TR: FAAO 7110.65, CBT-G-14											
6.3.1. Solicit	* / #						pk				
6.3.2. Copy	* / #						pk				
6.3.3. Relay	* / #						pk				
6.4. Explain visibility TR: AFI 15-111, ATG-60											
6.4.1. Sector Visibility	* / #						pk				
6.4.2. Prevailing Visibility	* / #						pk				
6.4.3. Reporting and Disseminating Visibility	* / #						pk				
6.5. Disseminate tower visibility data TR: FAAO 7110.65	* / #						pk				
6.6. Process local weather data TR: FAAO 7110.10, AFI 15-111, Vol 1 and 2, AT-G-61											
6.6.1. Copy	* /#						P				
6.6.2. Relay	* / #						P				
6.7. Explain low level wind shear advisory Process TR: FAAO 7110.65											
6.7.1. Copy	* / #						pk				
6.7.2. Relay	* / #						pk				
7. OPERATIONAL AREAS TR: FAAO 7110.65, AIM, AFI 13-203, CBT-G-22											
7.1. Movement areas	* / #						K				
7.2. Traffic patterns	* / #						K				
7.3. Airspace classifications	* / #						K				
7.4. Special use airspace	* / #						K				

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
8. CREW RESOURCE MANAGEMENT (CRM) TR: AFI 11-290, AT-M-06A											
8.1. Describe CRM terminology & fundamental concepts											
8.1.1. Situational awareness	*						K				
8.1.2. Group dynamics	*						K				
8.1.3. Effective communications	*						K				
8.1.4. Risk management & decision making	*						K				
8.1.5. Workload management	*						K				
8.1.6. Stress awareness & management	*						K				
9. GENERAL OPERATING PROCEDURES											
9.1. Apply ATC communication procedures (radios & landlines) TR: FAAO 7110.65, AFI 13-203	* / #						P				
9.2. Mark flight progress strips TR: FAAO 7110.65, CBT-G-5	* / #						P				
9.3. Assign beacon codes TR: FAAO 7110.65	* / #						P				
9.3.1. Explain transponder procedures / operations	* / #						pk				
9.4. Process IFR clearance data TR: FAAO 7110.65											
9.4.1. Copy	* / #						P				
9.4.2. Relay	* / #						P				
9.4.3. Issue	* / #						P				
9.5. Explain amended IFR clearance data process TR: FAAO 7110.65											
9.5.1. Copy	* / #						pk				

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
9.5.2. Relay	* / #						pk				
9.5.3. Issue	* / #						pk				
9.6. Process abbreviated departure clearance TR: FAAO 7110.65											
9.6.1. Copy	* / #						P				
9.6.2. Relay	* / #						P				
9.6.3. Issue	* / #						P				
9.7. Process airport conditions TR: FAAO 7110.65											
9.7.1. Copy	* / #						P				
9.7.2. Relay	* / #						P				
9.8. Explain braking action report process TR: FAAO 7110.65											
9.8.1. Solicit	* / #						pk				
9.8.2. Copy	* / #						pk				
9.8.3. Relay	* / #						pk				
9.9. Explain Runway Condition Reading (RCR) process TR: FAAO 7110.65											
9.9.1. Copy	* / #						pk				
9.9.2. Relay	* / #						pk				
9.10. Explain Runway Visual Range (RVR) process TR: FAAO 7110.65											
9.10.1. Copy	* / #						pk				
9.10.2. Relay	* / #						pk				
9.11. Relay tower clearance TR: FAAO 7110.65, AFI 13-203	* / #						P				
9.12. Issue wheels down check TR: FAAO 7110.65, AFI 13-203	* / #						P				

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
9.13. Provide additional services TR: FAAO 7110.65	*						P				
9.14. Issue bird advisory information TR: FAAO 7110.65, CBT-A-6	* / #						P				
9.15. Explain emergency assistance procedures TR: FAAO 7110.65, CBT-G-4	* / #						pk				
9.16. Describe emergency airport procedures TR: FAAO 7110.65	* / #						K				
9.17. Explain control procedures for NORDO aircraft TR: FAAO 7110.65	* / #						pk				
9.17.1. Explain procedures for receiver only acknowledgment	* / #						pk				
9.18. Explain procedure to respond to Emergency Locator Transmitter (ELT) signals TR: FAAO 7110.65	* / #						pk				
9.19. Describe procedures to assist VFR aircraft in weather difficulty TR: FAAO 7110.65	*						K				
9.20. Explain procedures for emergency / minimum fuel aircraft TR: FAAO 7110.65	* / #						pk				
9.21. Operate tower - radar coordination system TR: FAAO 7110.65	* / #						P				
9.22. Describe procedures to alert agencies of overdue/ missing aircraft TR: FAAO 7110.65, CBT-G-18	* / #						K				
9.23. Describe anti-hijacking procedures TR: FAAO 7110.65, CBT-A-2, AFI 13-207	* / #						K				
9.24. Describe emergency beacon code assignment procedures TR: FAAO 7110.65	* / #						K				
9.25. Issue safety alerts TR: FAAO 7110.65, CBT-R-7	* / #						P				

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
9.26. Describe bomb threat procedures TR: FAAO 7110.65	* / #						K				
9.27. Transmit Automatic Terminal Information Service (ATIS) broadcast TR: FAAO 7110.65, AFI 13-203	* / #						P				
9.28. Explain the Flight Data System (FDS) TR: FAAO 7110.65, AFI 13-203, AT-E-16	* / #						pk				
9.29. Describe aircraft arresting systems TR: FAAO 7110.65, AT-G-02, CBT-E-1	*						K				
9.30. Issue traffic advisories TR: FAAO 7110.65, CBT-R-5	* / #						P				
9.31. Control visual approaches TR: FAAO 7110.65	* / #						P				
9.32. Describe contact approaches TR: FAAO 7110.65											
9.33. Explain visual separation TR: FAAO 7110.65	* / #						pk				
9.34. Coordinate aircraft movement TR: FAAO 7110.65	* / #						P				
9.35. Apply wake turbulence separation criteria TR: FAAO 7110.65	* / #						P				
9.36. Apply wake turbulence cautionary advisory TR: FAAO 7110.65											
9.36.1. Relay	* / #						P				
9.36.2. Issue	* / #						P				
9.37. Explain SVFR procedures TR: FAAO 7110.65											
9.37.1. Request	* / #						pk				
9.37.2. Copy	* / #						pk				
9.37.3. Relay	* / #						pk				

1. Tasks, Knowledge, and Technical References	2. War / Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided				
		A	B	C	D	E	A 3 Level		B 5 Level		C 7 Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
9.37.4. Issue	* / #						pk				
9.38. Transfer communications TR: FAAO 7110.65, CBT-G-20	* / #						P				
9.39. Transfer control TR: FAAO 7110.65, CBT-R-9	* / #						P				
9.40. Transfer position responsibility TR: FAAO 7110.65	* / #						P				
9.41. Participate in pre-duty familiarization briefing TR: AFI 13-203	* / #						P				
9.42. Describe NOTAM data TR: FAAO 7110.65, AFI 13-203	*						K				
9.43. Describe observed abnormalities TR: FAAO 7110.65											
9.44. Describe ATC service TR: AFI 13-203	*						K				
9.45. Respond to operational requests TR: FAAO 7110.65	*						P				
9.46. Explain clearance void times, departure restrictions, hold for release, and release times TR: FAAO 7110.65											
9.47. Describe VFR release of an IFR departure TR: FAAO 7110.65	*						K				
9.48. Describe circling approach procedures TR: FAAO 7110.65	*						K				
9.49. Explain expeditious compliance TR: FAAO 7110.65	*						pk				
10. CONTROL TOWER OPERATIONS TR: FAAO 7110.65, CBT-T-1/2 / 3 / 4 / 5, CBT G-6/7											
10.1. Describe Control tower operator certification procedures	*						K				
10.2. Maintain surveillance of the airport TR: FAAO 7110.65, AFI 13-203											

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
10.2.1. Traffic pattern area	* / #						P				
10.2.2. Movement area	* / #						P				
10.3. Determine aircraft position	* / #						P				
10.4. Issue landing information	* / #						P				
10.5. Control use of active runways	* / #						P				
10.6. Accomplish Local / Ground Control coordination	* / #						P				
10.7. Explain airspace use and coordination	* / #						pk				
10.8. Issue landing and takeoff clearances	* / #						P				
10.9. Separate arrivals and departures	* / #						P				
10.10. Sequence arrivals and departures	* / #						P				
10.11. Control / Coordinate SFO arrivals											
10.11.1. Overhead	* / #						P				
10.11.2. Straight-in	* / #						P				
10.12. Control formation flights	* / #						P				
10.13. Control helicopter operations	* / #						P				
10.14. Coordinate VFR radar arrivals/departures	* / #						P				
10.15. Issue takeoff position and hold instructions	* / #						P				
10.16. Issue runway exiting instructions	* / #						P				
10.17. Issue go-around instructions	* / #						P				
10.18. Give light gun signals	* / #						P				
10.19. Issue departure information	* / #						P				
10.20. Control taxiing aircraft	* / #										
10.20.1. Issue taxi instructions	* / #						P				
10.20.2. Separate ground traffic	* / #						P				

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
10.21. Control vehicular traffic	* / #						P				
10.22. Explain procedures for tower radar displays	* / #						pk				
10.23. Describe closed / unsafe runway information	*						K				
10.24. Describe airport lighting procedures											
10.24.1. Emergency	* / #						K				
10.24.2. Sequenced flashing lights (SFLs)	* / #						K				
10.24.3. Runway lights	* / #						K				
10.24.4. Approach lights	* / #						K				
10.24.5. Runway end identifier lights (REILS)	* / #						K				
10.24.6. Taxiway lights	* / #						K				
10.25. Describe runway selection procedures	*						K				
10.26. Describe procedures to protect the precision approach critical area	*						K				
10.27. Describe procedures to issue a landing clearance without visual observation	*						K				
10.28. Explain procedure used to authorize altitude restricted low approaches	*						pk				
10.29. Explain CRM techniques & concepts in a tower environment TR: AFI 11-290, AT-M-06A	*						pk				
11. RADAR APPROACH CONTROL OPERATIONS TR: FAAO 7110.65, CBT-R-1 / 2 / 3 / 4 / 12											
11.1. Describe operational features of radar	*						K				
11.2. Explain procedures to check alignment of radar video display	*						pk				
11.3. Describe beacon range accuracy	*						K				

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
11.4. Describe radar mapping not available procedures	*						K				
11.5. Describe electronic cursor procedures	* / #						K				
11.6. Apply radar identification procedures	* / #						P				
11.7. Confirm aircraft identification	* / #						P				
11.8. Apply radar separation procedures	* / #						P				
11.9. Explain separating aircraft from special use airspace	*						pk				
11.10. Apply vertical separation	* / #						P				
11.11 Explain holding instructions	* / #						pk				
11.12. Explain holding pattern surveillance	*						pk				
11.13. Issue approach information	* / #						P				
11.14. Explain lost communication instructions	*						pk				
11.15. Control instrument approaches	* / #						P				
11.16. Control radar approaches	* / #						P				
11.17. Control/coordinate SFO arrivals											
11.17.1. Overhead	* / #						P				
11.17.2. Straight-in	* / #						P				
11.18. Control radar departures	* / #						P				
11.19. Issue departure instructions	* / #						P				
11.20. Describe formation flight procedures	*						K				
11.21. Describe no-gyro procedures	*						K				
11.22. Vector aircraft	* / #						P				
11.23. Sequence aircraft	* / #						P				
11.24. Apply successive approach procedures											

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
11.24.1. Issue successive approach information	*						P				
11.24.2. Control successive approaches	*						P				
11.25. Control traffic at satellite airports	*						P				
11.26. Validate Mode C readouts	* / #						P				
11.27. Make point-outs	* / #						P				
11.28. Accomplish handoffs	* / #						P				
11.29. Provide basic radar service to VFR aircraft	*						P				
11.30. Terminate radar service	*						P				
11.31. Apply altitude verification procedures	* / #						P				
11.32. Apply altitude assignment procedures	* / #						P				
11.33. Apply final approach course intercept procedures	* / #						P				
11.34. Apply merging target procedures	*						P				
11.35. Explain speed adjustment procedures	* / #						pk				
11.36. Control Precision Approach Radar (PAR) approaches											
11.36.1. Perform communications check	* / #						P				
11.36.2. Perform transmission acknowledgment	* / #						P				
11.36.3. Issue distance from touchdown	* / #						P				
11.36.4. Issue glidepath notification	* / #						P				
11.36.5. Issue descent notification	* / #						P				
11.36.6. Issue course guidance	* / #						P				
11.36.7. Issue glidepath information	* / #						P				
11.36.8. Issue trend information	* / #						P				
11.36.9. Issue decision height	* / #						P				
11.36.10. Issue position advisories	* / #						P				

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
11.37. Explain CRM techniques & concepts in a radar environment TR: AFI 11-290, AT-M-06A	*						pk				
11.38. Explain PAR approach monitoring procedures	*						pk				
11.39. Describe lowest useable and adjusted minimum flight levels	*						K				
12. NONRADAR APPROACH CONTROL OPERATIONS TR: FAAO 7110.65, CBT-A-5											
12.1. Apply nonradar separation											
12.1.1. Vertical	*						P				
12.1.2. Lateral	*						P				
12.1.3. Longitudinal	*						P				
12.2. Apply initial separation between successive departing aircraft	*						P				
12.3. Apply initial separation between arriving and departing aircraft	*						P				
12.4. Issue approach / arrival instructions	*						P				
12.5. Apply altitude assignment procedures	*						P				
12.6. Apply altitude confirmation procedures	*						P				
12.7. Apply route assignment procedures	*						P				
12.8. Apply protected airspace procedures	*						P				
12.9. Control radar approaches in a nonradar environment											
12.10. Explain timed approach procedures	*						pk				
12.11. Apply position reporting procedures	*						P				
12.12. Issue holding instructions	*						P				

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) OJT	(1) UGT	(2) CDC	(1) UGT
12.13. Explain CRM techniques & concepts in a nonradar environment TR: AFI 11-290, AT-M-06A	*						pk				
13. DESCRIBE ATC COMBAT READINESS TR: AFI 13-203, AFI 10-201, AFI 10-403											
13.1. Basic terminology & fundamental concepts							K				
13.2. Minimum ATC mobility requirements											
13.3. Types of ATC deployments & exercises											
13.4. ATC deployment equipment											
14. CREW SUPERVISION TR: AFI 13-203, AFI 36-2243											
14.1. Analyze Watch Supervisor responsibilities											
14.2. Analyze minimum manning requirements											
15. AIR TRAFFIC CONTROL TRAINING TR: AFMAN 36-2243, AFI 36-2201, AFI 13-203, 1C1X1 CFETP											
15.1. Analyze Controller Development Program											
15.2. Analyze ATC training responsibilities											
15.3. Explain Planning training											
15.4. Explain Conducting training											
15.5. Explain Evaluating training											
15.6. Provide trainee feedback											
15.7. Explain field evaluation feedback											
15.7.1. Student report card											
15.7.2. STS review											

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15.7.3. Field Evaluation Questionnaire (FEQ)											
15.7.4. Customer Service Information Line (CSIL)											
15.7.5. Graduate Assessment Survey (GAS)											
15.8. Explain certification procedures											
15.9. Explain certificate withdrawal procedures											
16. FACILITY MANAGEMENT											
16.1. Aircraft incident tape recordings TR: AFI 13-203											
16.1.1. Prepare a written transcript											
16.1.2. Retention of records											
16.1.3. Analyze control procedures											
16.2. Analyze ATC Awards Program TR: AFI 36-2807, AFI 36-2803											
16.2.1. Aircraft Save Award											
16.2.2. Annual US Air Force ATC Awards											
17. ANALYZE AIR TRAFFIC CONTROL REPORTS											
17.1. Air Traffic System Evaluation Program (ATSEP) TR: AFI 13-203, AFI 13-218											
17.2. Hazardous Air Traffic Report (HATR) TR: AFPD 91-2, CBT-G-9											
17.3. Aircraft mishaps TR: AFI 91-202, TR: AFI 91-204											